

# City of St. Charles

## Parking and Loading Construction Guide



Building & Code Enforcement Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office)  
630.443.4638 (Fax)  
<http://www.stcharlesil.gov>

*Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division: Monday through Friday (8 AM to 4:30 PM) at 630.377.4406*

A building permit is required prior to any construction or alteration to a parking lot. The following are guidelines and comments for obtaining a building permit.

### Application and Drawings Procedures:

- ▶ Both applications are to be filled out and submitted to the Building & Code Enforcement Department. The contractors names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- ▶ Submit four (4) copies of the plat of survey showing location of all existing and proposed buildings and structures, utilities, grading, and easements. Please include existing and proposed parking and/or loading facilities, showing paved areas, curbing, access drives, setbacks and yards areas, adjoining streets.
- ▶ Determine if a Landscape Plan is needed based on the attached Parking Lot Landscaping Requirements. If so, submit four (4) copies of the Landscape Plan.
- ▶ Submit details on the stripping and sign details for the parking lot.
- ▶ Submit details on the lighting system and heights of light poles for the parking lot.
- ▶ Our goal is to complete the review of your building permit within 10 working days.
- ▶ If overall disturbance is more than 5,000 square feet, a Storm Water Permit is required. If there are questions on this Storm Water Permit, contact Development Engineering at 630/443-3677.

### Application – Permit Fees: Payment is to be made in the form of check, cash or money order.

- ⇒ A filing fee is to be paid at time of submission of application and plans.
  - Grind and overlay existing pavement
    - A submittal fee of **\$130.00 (to be paid at time of submittal)**
  - Replace with new or rebuild existing
    - A submittal fee of **\$210.00 (to be paid at time of submittal)**
- ⇒ **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;

- \$65.00 per Building & Code Enforcement Department re-inspection for all types of inspections during construction (excluding finals)
- \$85.00 per re-inspection for all residential final inspections.

### **General Comments:**

- \* The Permit Conditions form and stamped "FIELD COPY" of the plans are to be on the job site.
- \* A minimum of 24-hour notice is required when scheduling any inspection.

### **Inspections:**

The following is a list of inspections, which might be required for your project.

- Electric
- ROW
- Landscape final
- Final on entire project

### **Building Codes:**

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code
- 2014 Nat'l Electrical Code w/revisions
- 2015 Int'l Fire Prevention Code w/revisions
- St. Charles Engineering and Inspection Policy Manual
- Illinois Accessibility Code

### **Property Owner – Contractor Responsibilities:**

- ✓ It is the responsibility of the property owner/contractor to schedule with the Building & Code Enforcement Department the required inspections. The required inspections are indicated on the Plan Review form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and the permit number.
- ✓ Inspections shall be called a minimum of 24 hours before they become due.

# PARKING LOT LANDSCAPING REQUIREMENTS



COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT  
CHARLES

CITY OF ST.

## **NEW PARKING FACILITIES:**

**A Landscape Plan is required** for new parking facilities, in accordance with the landscaping requirements of Ch.

17.26 of the Zoning Ordinance, accessed here: <https://codebook.stcharlesil.gov/title-17-zoning/c1726>.

## **RESURFACING/RECONSTRUCTION OF EXISTING PARKING FACILITIES:**

In most cases, **a Landscape Plan is required** when an existing parking lot is resurfaced or reconstructed. Landscaping must be provided along public streets between the property line and the parking lot. New landscaping within the interior of the parking lot is not required but any existing interior landscaping may not be removed.

The specific sections of the Zoning Ordinance pertaining to landscaping requirements for existing parking lots are provided below:

### Section 17.26.020.D Resurfacing of Existing Parking Facilities:

When an existing parking facility or Drive-Through Facility is resurfaced or reconstructed such that: the amount of pavement to be resurfaced exceeds 50% of the parking facility, and/or the pavement is located within a required parking setback or within ten feet (10') of the required parking setback line. The resurfaced/reconstructed parking facility shall at a minimum conform to the following:

- a. The setback for the parking facility shall conform to the standards established in Section 17.24.010.A Existing Facilities (see below).
- b. The required setback area shall be landscaped in accordance with the standards established in Section 17.26.090.A Public Street Frontage Landscaping and Section 17.26.090.B Screening of Parking Lots, Motor Vehicle Displays, and Drive-Through Facilities (see below).
- c. No existing landscaping shall be eliminated, unless it exceeds the minimum requirements of this chapter.

### Section 17.24.010.A Existing Facilities:

Existing off-street parking and loading facilities shall not be reduced below the requirements of this Chapter with respect to the number of spaces provided or the design of such facilities. If an existing facility provides less than the required number of parking or loading spaces, no parking or loading spaces shall be removed. If an existing facility provides less than the dimensions, landscaping, or other characteristics

regulated by this Chapter, no nonconforming dimension, landscaping or other characteristic regulated by this Chapter shall be further decreased. Existing off-street parking and loading facilities which do not conform to the requirements of this Title, but were lawfully existing when the parking or loading facilities were established or substantially modified, may be allowed to continue as legal nonconforming uses, subject to the limitations of the provisions of Chapter 17.08, "Nonconformities". Notwithstanding the previous sentence, if an existing parking lot is resurfaced or reconstructed, and the parking lot does not meet the current parking setback requirement, the required set back may be reduced by fifty percent (50%). If the existing parking lot is set back at a distance greater than fifty percent (50%) of the required parking lot setback of the Zoning District, the existing parking lot setback shall not be reduced further than the distance the existing parking lot is setback from the property line.

#### Section 17.26.090.A Public Street Frontage Landscaping:

##### 1. General Requirements

Landscaping is required in the front and exterior side yard adjoining a public street right-of way in the RM-1, RM-2, RM-3, BL, BC, BR, OR, M-1 and M-2 zoning districts.

##### 2. Guidelines for Location and Design

- a. Shade trees, ornamental trees, evergreen trees, ornamental and evergreen shrubs, perennials, decorative walls, fencing, and berming shall be placed in naturally appearing groupings as opposed to distributed in a linear fashion. These groupings shall be placed strategically to accentuate the development's architecture or other significant features while concealing mechanical or other physical structures that do not add to the aesthetic value of the site. The groupings shall also be designed to create visual interest by varying the heights and widths of plant materials.
- b. Types of plants chosen should be salt and drought tolerant.
- c. Types of plants and plant groupings should provide four-season color and variety in texture and shape.

##### 3. Required Landscape Materials

- a. One shade, ornamental, or evergreen tree is required per every 50 lineal feet of public street frontage.
- b. No less than 75% of the public street frontage as measured horizontally along the lot lines abutting the street excluding driveways shall be planted with a combination of ornamental shrubs, evergreen shrubs, and perennials. This requirement may be reduced to 40% if a minimum of 50% of the street frontage is supplemented with decorative walls, ornamental fencing, or sculptured berming, or if the design includes permanent usable open space or a focal feature visible from the right-of-way, such as water features, art, or seating areas.

Section 17.26.100.A Screening of Parking Lots, Motor Vehicle Displays, and Drive-Through Facilities:

1. Screening from Public Streets

Parking lots with more than five spaces, a Motor Vehicle Display, or a Drive-Through facility abutting a public street shall be screened to a minimum height of thirty inches (30”) for no less than 50% of public street frontage measured horizontally along the lot line abutting the street and adjoining the parking lot, Motor Vehicle Display, or Drive-Through facility, except where driveways and walkways generally perpendicular to the street are located. Screening shall be designed to soften and partially conceal the view of vehicles in parking or stacking spaces from the street.

2. Screening of Residential Parking Lots adjoining other Residential Uses

Parking lots of more than 5 spaces located on a residential lot that adjoins a residential use on a separate lot shall be screened in accordance with the requirements of Section 17.26.070 Landscape Buffers, regardless of whether a Landscape Bufferyard is required.

**LANDSCAPE PLAN REQUIREMENTS:**

The Landscape Plan must be a scaled drawing depicting the location of plantings. The number of plantings, species, and sizes must be identified.

Section 17.26.030 “General Design Principles and Standards” should be referenced when preparing the Landscape Plan: <https://codebook.stcharlesil.gov/title-17-zoning/c1726#node-2587>.

**MORE INFORMATION:**

Ch. 17.26 “Landscaping and Screening” can be accessed here: <https://codebook.stcharlesil.gov/title-17-zoning/c1726>

Any questions regarding landscaping requirements can be directed to the Community Development Division by calling (630) 377-4443.

**CITY OF ST. CHARLES  
TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984**



Building & Code Enforcement Division

Phone: (630) 377-4406

**Application for Parking and Loading Construction Permit**

**Application date:** \_\_\_\_\_ **Parcel #** \_\_\_\_\_ **Permit No.:** \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION**

Note: A permit is required for construction, alteration or addition for any off-street parking lot containing five or more parking spaces. A permit is required for any loading facility. A permit is not required for ordinary maintenance such as patching, sealing, or placement of new surface pavement over previously paved areas.

**I** \_\_\_\_\_ **do hereby apply for a permit for the following described work located at** \_\_\_\_\_ **Estimated Cost.** \_\_\_\_\_

**Description of proposed work:** \_\_\_\_\_

**Name of Business where this work is being conducted:** \_\_\_\_\_

Please provide 4 copies of the plat of survey including the following:

- ☐ Plan to scale and fully dimensioned
- ☐ Existing and proposed buildings and structures
- ☐ Utilities, grading and elevations
- ☐ Existing and proposed parking and/or loading facilities; show paved areas, curbing, access drives, setbacks and yard areas, adjoining streets
- ☐ Existing and proposed landscaping to comply with Section 17.26 Landscaping
- ☐ Storm Water Permit – If applicable
- ☐ Submittal fee (\$130.00 or \$210.00) **PAYMENT IS TO BE BY CASH OR CHECK PAYABLE TO THE CITY OF ST. CHARLES**

***Owner of Property***

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

***Applicant/Contact***

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

***General Contractor***

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

***Electrical Contractor***

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

***PLEASE PRINT ALL INFORMATION***

***Landscape Contractor***

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

***Paving Contractor***

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**I, the undersigned, certify that if a permit is issued to me I will comply with all provisions of the zoning, building, plumbing, electric, and other applicable ordinances of the City of St. Charles and will perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provisions therein and in signing this application do willingly become responsible for all work done under the permit by all contractors, tradesmen, craftsmen, laborers, and workmen, and shall call for inspections required a minimum of 24 hours before they become due.**

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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***REPORT OF BUILDING OFFICIAL***

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
Accepted: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed: \_\_\_\_\_

For Office Use

Received: \_\_\_\_\_  
Fee Paid \$ \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Check # \_\_\_\_\_